

EMERGENCY MEDICAL SERVICES SPECIALTY SERVICES SUPERVISOR

General Definition of Work:

Performs difficult advanced technical and responsible administrative work related to the administration of the County's emergency medical services program and performing the duties of an Emergency Medical Technician - Paramedic. Work is performed under the general supervision of the Assistant Emergency Medical Services Director. Supervision is exercised over subordinate personnel.

Essential Functions/Typical Tasks:

Assisting with the administration and supervision of emergency medical services program and staff; responding to calls for emergency medical services; providing emergency medical care; driving; and overseeing the preparation and maintenance of records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Responsible for employment, directing, training, and evaluating staff with substantial influence in employment decisions.
- Implements programs and procedures, and evaluates their efficiency and effectiveness.
- Prepares reports and records for treatment, history, documentation, and legal accountability.
- Communicates with subordinates on their performance, which includes field supervision, performance evaluations, and counseling.
- Responds to calls involving medical conditions, trauma conditions, and support operations.
- Serves in designated or appointed incident command system position when required.
- Ensures adequate quantities of equipment and supplies are available and reviews and recommends new equipment for acquisition.
- Responds to emergency and non-emergency calls performing all related duties of a Paramedic and supervises scene management, rescue and patient care, and transport.
- Participates in continuing education and training through individual study, attendance, or presentation of scheduled training events.
- Acts on behalf of the Assistant Director of Emergency Services in his or her absence.
- Assists in department planning and goal setting.
- Performs related tasks and appointed responsibility as required.
- Oversees and manages daily operations of Community Paramedic Program
- Serves as System Education Coordinator for the agency. Plans, executes and manages all training programs.
- Serves as liaison to Information Technology department for EMS
- Manages all aspects of EMS electronic patient care reporting software and electronic scheduling/credential compliance.
- Serves as EMS scheduler during normal 40 hour week. Creates and manages advanced schedule.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles of anatomy and physiology; of the principles and techniques of emergency care, including diagnosis, proper treatment, and transportation; of equipment, protocols, and supplies employed in the emergency care of patients and victims of accidents; and of the street and road system and physical layout of the county. Skill in diagnosing a victim's condition and applying emergency medical care. Ability to understand and follow oral and written instructions; to keep records; prepare reports; and to establish and maintain effective working relationships with physicians, patients and their families, associates and the general public.

Education and Experience:

Requires graduation from an appropriately accredited college or university with an associate degree, North Carolina Emergency Medical Technician - Paramedic Credential issued by the North Carolina Office of Emergency Medical Services, completion of EMS Management Training Institute or equivalent, National Incident Management System Incident Command System IS-400 training, completion of FEMA Professional Development Series program, and extensive field experience at the Paramedic level including some supervisory experience. Must obtain and maintain Level II Paramedic Instructor with NCOEMS. Initial Hazardous Materials training at the Operations level is required. An equivalent combination of education, training, and experience may be considered.

Physical Requirements:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 75 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne and airborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of all certifications for positions as required by the State of North Carolina and the department. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

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